



Loudoun County Fire and Rescue System Guideline

Subject: Code of Conduct - Criminal and Traffic Offenses	Effective: 27 April 2004 Revised:
Chapter: Administration	FRG: 3.0.2
Approved: _____, Fire and Rescue Commission _____ , Dept. of Fire and Rescue Services _____ , Operational Medical Director	

Purpose: To establish a Code of Conduct and reporting requirements for members of the Loudoun County Fire and Rescue System involved in criminal acts or serious traffic offenses.

Guideline:

1. The primary responsibility for addressing criminal behavior and driving offenses rests with the Department of Fire and Rescue Services, in the case of career fire and rescue personnel, and with the volunteer fire and rescue companies, in the case of their members. The Fire and Rescue Commission reserves the authority to investigate and respond to criminal behavior or serious traffic offenses in the event that the responsible party does not take actions consistent with this guideline.

2. Volunteer members of Loudoun County's Fire and Rescue System accused of criminal acts (felonies or misdemeanors) are expected to notify their company chief and president within 48 hours of an arrest or indictment. Career fire and rescue staff shall notify the Department of Fire and Rescue Services as required by County personnel policies. Incidents involving serious driving offenses, such as driving under the influence of alcohol or drugs or automobile accidents resulting in a death, shall be reported as above. Volunteer presidents shall notify the Chairman of the Fire and Rescue Commission and the Chief of the Department of Fire and Rescue Services within 24 hours following the notification of any arrest or indictment involving their personnel.

3. Any person arrested or indicted of a felony or a Class 1 or 2 misdemeanor, or involved in a serious traffic offense, shall be placed on administrative leave pending resolution of the charges.

4. Individuals failing to report an arrest or indictment shall be placed on immediate administrative leave once it has been determined that an arrest has been made or an indictment has occurred.

5. Incidents involving Presidents and/or Chief officers of volunteer companies shall immediately be reported to the Chief of the Department of Fire and Rescue Services and the Chairman of the Fire and Rescue Commission by the senior company administrative officer not involved in the incident. Presidents and/or Chief officers shall also be placed on administrative leave pending resolution of the charges.

6. Individuals acquitted of charges may be returned to active duty status as determined by the rules and regulations of their volunteer company (volunteer staff) or by the Chief of the Department of Fire and Rescue Services (career staff). Nothing in this guideline shall preclude a company or the Department from taking additional disciplinary actions as appropriate. Companies and the Department are expected to evaluate the individual circumstances of an offense in order to determine an appropriate disciplinary course.

7. Individuals pleading or found guilty, those making an Alford plea, or those pleading no contest, shall be assumed to be responsible as charged. Each volunteer fire and rescue company shall be responsible for developing a procedure for discipline, suspension, and/or dismissal of individuals found guilty of criminal behavior or serious traffic offenses. The Department of Fire and Rescue Services and the County of Loudoun shall be responsible for similar procedures for career staff.

8. Senior system operational officials (Chiefs, Assistant Chiefs, Deputy Chiefs, and Battalion Chiefs) that are convicted of criminal and/or serious traffic offenses may be disqualified from the County's Incident Command System for a period determined by the Fire and Rescue Commission. Additional offenses during the disqualification period may result in additional disciplinary measures as determined by the Fire and Rescue Commission.

9. Senior administrative officials (Presidents, Vice Presidents, Secretaries, and Treasurers or others entrusted with County funding) that are convicted of criminal activities involving the theft, the fraudulent use of funds, or other monetary crimes shall be disqualified from handling County contributions for

a period of not less than five years from the date of conviction. Additional offenses during that period shall result in additional disqualification as determined by the Fire and Rescue Commission.

10. Any disciplinary action taken under this guideline shall be in addition to sanctions required by Virginia law, the Department of Health Office of Emergency Medical Services Regulations, or other Commonwealth or County rules, or regulations.

11. If the Fire and Rescue Commission takes any disciplinary action under the provisions of this guideline, the individual(s) affected may appeal the Commission's action. Individual(s) affected by the Commission's decision have 14 days to appeal the action in writing to the Commission Chairman. Upon appeal, the Commission shall conduct an Executive Session with the affected individual(s) to consider the appeal. A majority decision of the Commission following appeal shall be final.